

**Subject:** re: Westchester Insurance

**From:** Emelia Tso <emelia.tso@lacity.org>

**Date:** 08/12/2014 11:20 AM

**To:** Donald Duckworth <duckworth.donald@gmail.com>, Eugene Van Cise <eugene.vancise@lacity.org>

Hi Donald,

Please note that your BID's Insurances G/L & D/O will be expired on 08/27/2014.

Please ask your insurance broker to log in the below link to submit the insurances electronically.

<http://track4la.lacity.org>

If the insurance is for state fund, please forward to me and I will ask the approval for you.

If you have any questions, please contact our staff at (213) 978-RISK (7475). Thank you for your cooperation.

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Thanks.

Emelia Tso  
Neighborhood and Business Improvement District Division  
Office of City Clerk  
213-978-1110